

**MINOR PROPERTY MAINTENANCE PERMIT
TOWNSHIP OF LOPATCONG, COUNTY OF WARREN
908-859-3355, EXT. 231**

PERMIT NO: _____ DATE: _____

BLOCK _____ LOT _____

APPLICANT/OWNER NAME _____

ADDRESS _____

TEL. () _____

CONTRACTOR _____

ADDRESS _____

TELEPHONE NO: _____

FED. EMP. NO. _____ SSN# _____

- _____ REPLACE SIDING (LESS THAN 25 PERCENT)
- _____ WINDOW/DOOR REPLACEMENTS WITHOUT CHANGING THE
OPENING SIZE OF DIMENSIONS
- _____ SIDEWALK REPLACEMENT
- _____ FENCES 6 FT. AND UNDER EXCLUDING PUBLIC OR PRIVATE
SWIMMING POOLS.
- _____ SHEDS 10' X 10', 100 SQ. FT. OR LESS, 10 FT. OR LESS IN HEIGHT
- _____ SIGNS LESS THAN 25 SQ.FT. IN SURFACE AREA ONE (one side) AND
NOT MORE THAN 6 FT. ABOVE GROUND (mounted height).
- _____ OTHER

DESCRIPTION OF WORK/USE _____

I HEREBY CERTIFY THAT I AM THE (AGENT OF) OWNER OF RECORD AND
AM AUTHORIZED TO MAKE THIS APPLICATION.

SIGNATURE _____

FEE _____ CHECK NO. _____ CASH _____

Zoning Clearance is *required* before a Building Permit can be issued for any building or structure to be established, constructed or altered for a permitted use.

There are two types of Building Department permits required in the Township of Lopatcong;

1. Minor Property Maintenance Permit.
2. UCC Permit (State of New Jersey Uniform Construction Code Permit).

HOME MAINTENANCE (Minor Property Maintenance Permit): The replacement or repair of any portion of an existing one- or two-family dwelling without altering the dimensions of the existing exterior framework or altering the structural integrity of any support beam(s) Example of “home maintenance” shall include but not limited to the following:

- (1) Replace Siding (Less than 25 Percent).
- (2) Window/door replacements without changing the opening size of dimensions.
- (3) Sidewalk replacement.
- (4) Fences 6 ft. and under (Excluding public or private swimming pools).
- (5) Sheds 10’ x 10’, 100 sq. ft. or less, 10 ft. or less in height.
- (6) Signs less than 25 sq. ft. in surface (one side) and not more than 6 ft. ABOVE GROUND (mounted height).

FEE: There shall be a ten-dollar permit fee for any minor property maintenance permit.

(STATE OF UCC PERMIT NEW JERSEY -UNIFORM CONSTRUCTION CODE PERMITS) – When Required

It is necessary to file an application for a Construction Permit with the Building Department to construct, enlarge, repair, renovate, alter, reconstruct or demolish a structure, or change the use of a building or structure, or portion thereof, or to install or alter any equipment for which provision is made or to undertake a project involving lead abatement.

Temporary structures: A construction permit is required for the erection, operation or maintenance of all temporary structures (excluding tents and tensioned membrane structures) covering an area in excess of 120 square feet, including all connecting areas or spaces with a common means of egress or entrance, or which are used or intended to be used for gatherings of 10 or more persons.

Tents with appurtenances: A construction permit is required for the erection, operation or maintenance of all tents or tensioned membrane structures of any size if they contain appurtenances such as platforms or electrical equipment.

Tents without appurtenances: No permit is required for the erection, operation or maintenance of any tent or tensioned membrane structure without appurtenances if the tent or structure is no more than 900 square feet in area and no more than 30 feet in any dimension (excluding canopies), whether it is one unit or composed of multiple units. Tents used exclusively for recreational camping purposes shall be exempt from the above requirements.

Temporary greenhouse, also called a "hoophouse" or "polyhouse," used exclusively for the production or storage of live plants, shall be exempt from the permit requirements of the Uniform Construction Code if it meets the following criteria:

1. There is no permanent anchoring system or foundation.
2. There is no storage, temporary or otherwise, of solvents, fertilizers, gases, or other chemical or flammable materials.
3. The structure is no wider than 31 feet and there is an unobstructed path of no greater length than 150 feet from any point to a door or fully accessible wall area.
4. The covering of the structure is of a material no greater than six mils in thickness, That yields approximately four pounds of maximum impact resistance to provide egress through the wall.

It is necessary to file an application for an Electrical and Plumbing permit with the Building Department. Work shall not be undertaken except by persons licensed to perform such work pursuant to law, except in the case of a single-family homeowner on his own dwelling. The seal and signature of the licensed plumbing and electrical contractor shall be affixed to the corresponding subcode application form.

It is necessary to file an application for a Fire permit with the Building Department.

The owner, or his agent, a licensed engineer, architect or plumbing, electrical or other contractor employed in connection with the proposed work shall make application for a permit.

PLANS & SPECIFICATIONS

The application for a permit shall be accompanied by no fewer than three sets of sealed plans by a registered architect or licensed engineer. The requirement for sealed plans is waived in the case of a single family home owner who had prepared his own plans for the construction, alteration or repair of a structure used or intended to be used exclusively as his private residence, and to be constructed by himself, providing that the plans are in compliance with the regulations. When the work being performed is of a minor nature, it may be shown on a single set of plans or a single drawing so long as the drawings are clear and legible.

1. Building plans and specifications shall contain: Foundation, floor, roof and structural plans; door, window and finish schedules; sections, details, connections

and material designations. In the case of demolition, the site plan shall show all construction to be demolished and the location and size of all existing structures and construction that are to remain on the site or plot.

2. Electrical plans and specifications shall contain: Floor and ceiling plans; lighting, receptacles, motors and equipment; service entry location, line diagram and wire, conduit and breaker sizes.
4. Plumbing Plans and specifications shall contain: Floor plan; fixtures pipe sizes and other equipment and materials; isometric with pipe sizes, fixture schedule and sewage disposal.
5. Mechanical plans and specifications shall contain: Floor or ceiling plans; equipment, distribution location, size and flow; location of dampers and safeguards; and all materials.

SUSPENSION OF A PERMIT:

Any permit issued shall become invalid if the authorized work is not commenced within 12 months after issuance of the permit, or if the authorized work is suspended or abandoned for a period of six months after the time of commencing the work.

INSTRUCTIONS FOR FILLING OUT THE PERMIT APPLICATION

1. Fill in Block & Lot numbers.
2. Site Location: The address where the work is being done.
3. Proper Owner: Owner of the property's name.
4. Address: Address of property owner.
5. Telephone Number.
6. Chose either section A, B, C or D which ever describes your project.
7. A,B,C or D, Contractor: Name of contractor or if you live at the property where the work is being done you may apply for the permit as the Homeowner.
8. All SubCode sections require license No., Expiration Date, Federal Employee ID Number and Estimated Cost of the proposed work.
9. A: Check off the type of work being proposed.
10. A & B: Give a brief description of work being proposed.
11. A Section: If it is a new structure requiring Cubic Feet, fill out Number of Stories through Total Land Area Disturbed, Square Feet. B, C & D Sections: Check-off items that apply for work being preformed.
12. Estimated Cost of work proposed in each SubCode Section A, B, C & D. (Do not add other subcode cost into subcode section on Building (A).
13. Sign, Certificate In Lieu of Oath for each subcode section where work is being proposed.
14. Subcode Section C & D – Must have Signature of Sealed New Jersey Licensed contractor. (Homeowner may sign and perform work himself)

Total Bldg. Area/All Floors _____ Sq. Ft.
Volume of Structure _____ Cu. Ft.
Total Land Area Dist. _____ Sq. Ft.

Estimate Cost of Building
1. New Bldg. \$ _____ 2. Alterations \$ _____ 3. Other \$ _____
4. Total Costs _____

CERTIFICATION IN LIEU OF OATH

I hereby certify that I am the (agent of) owner of record and am authorized to make this application.

Signature (Bldg.)

B. FIRE SUBCODE Description of Work _____

Contractor _____
Address _____
_____ Tele. () _____
Lic. No. _____ Expiration Date _____
Fed. Emp. No. _____
Heating System () New () Existing () HVAC
Type () Gas () Oil () Electrical () Solar () Other
Fire Alarm System () New () Existing Location of Panel:
Location of Main Control Valve _____

ESTIMATED COST \$ _____

Water Supply Source _____
Method of Alarm/Suppr Sys Superv _____
Storage Tanks – Type () Flammable Liquid () Combust Liquid
() LPG () LNG Capacity _____ Fuel _____

Alarm Systems () 110V Interconnected NUMBER
() System
Alarm Devices (smoke, heat, pulls, water/flow.....) _____
Supervisory Devices (tamper, low/high air.....) _____
Signalling Devices (horn/strobes, bells.....) _____
Other Devices..... _____

Suppression System	Pre-Engineered Systems
Fire Pump _____ GPM Type _____	Wet Chemical _____
Dry Pipe/Alarm Valves _____	Dry Chemical _____
Pre-action Valves _____	CO2 Suppression _____

Sprinkler Heads (Dry & Wet) _____
Standpipes _____

Foam Suppression _____
Halon Suppression _____
Other _____

Kitchen Hood Exh.Sys. _____
Smoke Control System _____
Gas () or Oil () Fired Appl _____
Other _____

CERTIFICATION IN LIEU OF OATH

I hereby certify that I am the (agent of) owner of record and am authorized to make this application.

Signature

=====

C. PLUMBING SUBCODE Fixtures/Equipment

Contractor _____
Address _____

Lic.No. _____ Tele.() _____
Fed. No. _____ Expiration Date _____

() Public Sewer () Public Water () Private Septic () Private Well

ESTIMATED COST OF PLUMBING WORK \$ _____

- | | |
|-----------------------|------------------------------|
| ___ Water Closet | ___ Hot Water Boiler |
| ___ Urinal/Bidet | ___ Sewer Pump |
| ___ Bath Tub | ___ Interceptor/Separator |
| ___ Lavatory | ___ Backflow Preventor |
| ___ Shower | ___ Greasetrap |
| ___ Floor Drain | ___ Sewer Connection |
| ___ Sink | ___ Water Service Connection |
| ___ Dishwasher | ___ Stacks |
| ___ Drinking Fountain | ___ Other |
| ___ Washing Machine | ___ Other |
| ___ Hose Bib | |
| ___ Water Heater | |
| ___ Fuel Oil Piping | |
| ___ Gas Piping | |
| ___ Steam Boiler | |

CERTIFICATION IN LIEU OF OATH

I hereby certify that I am the (agent of) owner of record and am authorized to make this application and perform the work on this application.

Signature-Contractor Seal

() Licensed Plumber Contractor () Exempt Application

D. ELECTRICAL SECTION

Contractor _____

Address _____

Lic. No. _____ Tele. () _____

Fed. Emp. No. _____ Expiration Date _____

() Pole/Pad # _____ () Temporary () Other

Building Occupied as _____ Utility Co. _____

ESTIMATED COST OF ELEC. \$ _____

<u>No.</u>	<u>Size</u>	<u>Item</u>
_____		Lighting Fixtures
_____		Receptacles
_____		Switches
_____		Detectors
_____		Light Poles
_____		Motors-Fract HP
_____		Emergency & Exit Lights
_____		Communications Point
_____		Alarm Devices/F.A.C. Panel
_____		Pool Permit/with UW Lights
_____		Storable Pool/Spa/Hot Tub
_____	_____ kw	Elect Range/Receptacle
_____	_____ kw	Ovens/Surface Unit
_____	_____ kw	Elect Water Heater
_____	_____ kw	Elect Dryer/Receptacle
_____	_____ kw	Dishwasher
_____	_____ hp	Garbage Disposal
_____	_____ kw	Central A/C Unit
_____	_____ hp/kw	Space Heater/Air Handler
_____	_____ kw	Baseboard Heat
_____	_____ hp	Motors 1/+ Hp
_____	_____ kw	Transformer/Generator
_____	_____ amp	Service
_____	_____ amp	Subpanels

_____ amp Motor Control Center
_____ kw Elect Sign/Outline Light
Other _____
Other _____

Electrical Characteristics:

- Reinspection Resale
 Meter Set Pole #
 Temporary Other

CERTIFICATION IN LIEU OF OATH

I hereby certify that I am the (agent of) owner of record and am authorized to make this application and perform the work listed on this application.

Signature-Contract Seal

- Licensed Electrical Contractor Exempt Application

=====